

OSHA SAFETY OFFICER

DESCRIPTION OF WORK

This is Inspectional work in the enforcement of the occupational safety and health standards administered by the Department of Labor.

Employees apply the extensive Federal Code and supplementary State standards in inspecting the full range of occupational areas covered by the Occupational Safety and Health Act of 1970 and its subsequent amendments. Work assignments are generally made in a geographic territory covering several counties except in metropolitan areas of sufficient volume to demand one or more officers full-time. Foremost responsibilities involve documentation and support of alleged violations of standards and cooperative work with employers where possible in corrective measures. Employees evaluate employer effectiveness in implementing management control systems for protection of employee safety and health, training and safety committees as required by statute. Safety officers are often called upon to render advice and assistance in unconventional situations involving safety hazards where the severity of the hazard must be weighed against operational priorities. Employees are subject to appear as State's witness in quasi-judicial and civil proceedings arising from enforcement appeals. Work is performed under the general supervision of a technical superior and is evaluated through periodic conferences, observation of work, and written reports.

EXAMPLE OF DUTIES PERFORMED

Coordinates with management and employee representatives in inspecting employment facilities and safety procedures in a wide variety of private industries more prominently including textiles, chemicals, construction, electrical, lumber, and furniture; also inspects State Government, local government, and municipal jurisdictions.

Completes standard reports and interpretive narrative on all alleged violations of standards found during inspections; counsels management and employers on the necessary corrective measures; makes recommendations for follow-up as required.

Inspects worksites and all equipment, apparatus, structures, processes and work practices to identify safety and health hazards; performs or secures tests, measurement or other analytical procedures appropriate to the systems being inspected.

Investigates all work-related deaths, injuries and illness through review of employer records and physician reports; conducts special investigations into any suspected imminent danger circumstances which may result in death or injury and makes arrangements for immediate alleviation if verified.

Develops abatement plans, recommends engineering controls and determines the technological feasibility of construction, fabrication, process modification, materials substitution and equipment replacement as abatement alternatives in achieving the desired level of safety performance in the worksite.

Advises employers and employees of the relative codes and standards which apply in their particular case; discusses the development of tailored safety plans.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of the Interpretive application of Federal and State occupational safety and health standards and regulation promulgated under the Occupations Safety and Health Act of 1970. Working knowledge of engineering concepts and standards to recommended engineering controls to achieve desired level of safety.

Working knowledge of the operational procedures of the occupational areas inspected.

Ability to apply inspection and enforcement procedures with confidence, consistency, courtesy, and tact, and to work with all levels of management.

Ability to prepare standard Occupational Safety and Health Act reports and concise, supportive narratives interpreting and explaining actions resulting from inspections.

Ability to evaluate unconventional problems not covered by standards.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a four-year college or university preferably with a major in occupational safety, industrial management or technology, industrial engineering, engineering operations, or a closely-related curriculum and three years of experience in occupational safety and health inspections; or completion of a two-year community college or technical institute course in industrial safety and health technology, or a closely-related curriculum and five years of experience in occupational safety and health inspections; or an equivalent combination of training and experience.

MINIMUM TRAINING AND EXPERIENCE FOR A TRAINEE APPOINTMENT

Graduation from a four-year college or university with a major in occupational safety, industrial management, or technology, industrial engineering, engineering operations, or a closely-related curriculum; or completion of a two-year technical institute or a community college course in industrial safety and health technology, or a closely related curriculum. EOD for two-year college graduate beginning at first step, EOD for four-year college graduate beginning at 24-months step.

Degrees must be received from appropriately accredited institutions.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.